

**Statewide Interoperability Executive Committee (SIEC)
Regular Public Meeting**

Tuesday, May 18, 2010 - 10:00 AM – 12:00 PM

Meeting Minutes¹

DRAFT – Not Yet Approved by the SIEC

SIEC Members Present

- Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)
- Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
- Scott Tillman, Supervising Telecom Engineer, AZ Department of Public Safety
- Pete Weaver, Director, Maricopa County Department of Emergency Management
- Jesse Cooper, Communications IT Project Manager, Phoenix Police Department

SIEC Members Absent

NONE

Government Information Technology Agency (GITA) & Public Safety Interoperable Communications (PSIC) Office Attendees:

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Michael Todd, PSIC Outreach Manager, PSIC
- Justin Turner, PSIC Operations Manager, PSIC
- Andrew Clark, Project Manager, GITA
- Michael Britt, Project Manager, GITA
- Emilie Sundie, Project Manager, GITA

25 interested parties and members of the public were also present.

Call to Order

The meeting was called to order at 10:00 AM by Paul Wilson, Co-Chair

Approval of Minutes – March 16, 2010 SIEC Public Meeting

Action Item

After reviewing the minutes, Jesse Cooper requested the spelling of Mr. Darrin Douglass name be corrected (City of Mesa Police Department Request). Mr. Mark Venuti requested that the minutes reflect that Juniper Mountain is located in Yavapai County, and that Yavapai County was provided an opportunity to give input and was supportive of the request (Coconino County Sheriff's Office Request).

Motion: Mark Venuti made a motion to approve the minutes.

Second: Jesse Cooper

The motion was unanimously carried.

¹ Pursuant to A.R.S. 38-341-01(B), minutes of the Statewide Interoperability Executive Committee are recorded by tape recorder. Taped minutes are maintained in the office of the Government Information Technology Agency. Public access and review of SIEC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 364-4498 to arrange for an audio of the tape-recorded proceedings.

700 MHz Interoperability Channel Usage Plan

Presenter: Morgan Hoaglin, SIEC Workgroup Member

Action Item

Mr. Hoaglin provided background to the committee on the efforts to date of the workgroup to create a 700 MHz Interoperability Channel Usage Plan. Mr. Hoaglin reviewed the process the workgroup had followed, the items evaluated by the workgroup, and presented the following recommendations for the SIEC to consider:

1. The 700 MHz proposed channel nomenclature should be adopted in Arizona, and therefore the channels named General Public Safety Service should retain that nomenclature and should not be renamed for a more specific use.
2. The recommended standard Network Access Code (NAC) \$293 should be used for all digital operations on FCC-designated Interoperability Channels where digital modulation is permitted or required. (Note that \$293 is the default NAC.)
3. There are two calling channels identified. It is recommended that 7CALL50D be specified as the primary calling channel, and 7CALL70D be specified as the secondary calling channel. It is also recommended that users should first attempt to call in simplex mode and then in repeater mode (i.e., 7CALL50 and 7CALL70).
4. Since simplex channels have different nomenclature than repeated channels, it is recommended that both be programmed, rather than relying on use of the Direct or Talk around Button.
5. The national interoperability channels should be programmed in a distinctly identified area (i.e. zone, bank, deck) of each radio.

Mr. Hoaglin also provided suggestions for the development of additional standards relating to minimum channel programming, primary and secondary “General Public Safety Service” channels, command interoperability with secondary responder organizations, secondary trunked use of general public safety service channels, and procedures outlining how the SIEC and the RPC will interface.

Motion: Jesse Cooper moved that recommendations 1-5 be adopted by the SIEC, and that the suggestions for developing additional standards be addressed during the SOP development process.

Second: Mark Venuti.

The motion was unanimously carried.

Approval of COML Recognition Process

Presenter: Lisa Dee Meyerson, Statewide Interoperability Coordinator & Manager, PSIC Office

Action Item

Ms. Meyerson presented the proposed Arizona Regional COML Recognition developed by the Communications Unit workgroup. Ms. Meyerson reviewed the activities of the Communications Unit workgroup, addressed comments received from the public, and summarized the recommendations for being recognized as a Regional COML in Arizona.

During the discussion period, Mr. Wilson requested that the PSIC office create a process for communicating with COML’s to ensure their recognition remains current and inform them of opportunities for continuing education. Mr. Tillman asked Ms. Meyerson to clarify that if someone does not renew then they are no longer recognized as a Regional COML. Ms. Meyerson concurred.

Motion: Mark Venuti made a motion to approve the SIEC Arizona Regional COML Recognition policy statement.

Second: Scott Tillman

The motion was unanimously carried.

Arizona State Forestry Division (ASFD) Request: AIRS Connectivity Project

Presenters: Dale Brown, State Communications Officer, Arizona State Forestry Division (ASFD)

John Huish, Assistant Communications Manager, Arizona State Forestry Division (ASFD)

Emilie Sundie, PSIC Project Manager

Action Item

Ms. Emilie Sundie provided background to the Committee on the process followed to date regarding the Arizona State Forestry Division (ASFD) request to add the Arizona Interagency Radio System (AIRS) into the Forestry Division's Arizona Interagency Dispatch Center (AIDC). Mr. Dale Brown provided an overview of the ASFD request as well as background on the mission of ASFD and their operations. Mr. John Huish provided additional justification for the request, including the benefits to the State if the project is allowed to proceed. Mr. Brown and Mr. Huish then answered questions from the committee regarding the project.

Motion: Pete Weaver made a motion to approve the Arizona State Forestry Division (ASFD) to add the Arizona Interagency Radio System (AIRS) into the Forestry Division's Arizona Interagency Dispatch Center (AIDC).

Second: Mark Venuti

The motion was unanimously carried.

Operating Principles Document for SIEC

Presenter: Lisa Dee Meyerson, Statewide Interoperability Coordinator & Manager, PSIC Office

Action Item

Ms. Meyerson briefed the committee on the background and development of an Operating Principles Document for the SIEC. Ms. Meyerson summarized each section of the document, including providing statutory references where appropriate. After approval, the SIEC Operating Principles document will be attached to the PSCC Operating Principles document and presented for approval at the July PSCC meeting.

Two updates to the document were requested. Jesse Cooper requested that a footnote be added to the document to clarify that the 800 MHz Regional Planning Committee (RPC) holds authority over 800 MHz interoperability frequencies. Paul Wilson requested that the Meetings section of the document state that members of the SIEC may attend meetings by telephone or other electronic means.

Motion: Jesse Cooper made a motion to approve the SIEC Operating Principles Document as modified.

Second: Mark Venuti

The motion was unanimously carried.

NECP Goal Two Evaluation – Proposed Methodology

Presenter: Michael Todd, PSIC Regional Interoperability Manager

Information & Discussion Item

Mr. Todd briefed the committee on Goal 2 of the National Emergency Communications Plan (NECP) and the Federal Department of Homeland Security (DHS) Office of Emergency Communications (OEC) processes related to Goal 2 evaluations for all Non-UASI Jurisdictions. OEC is requesting that each state measure (a) capabilities and (b) performance to demonstrate Goal Two compliance. OEC has developed a capability questionnaire for purposes of documenting and reporting county level capability data. OEC has also developed a web based tool for measuring county level performance data. OEC is requesting that each state document their

process or methodology for using these tools to measure meeting NECP Goal Two. Arizona must submit our measurement methodology as part of our 2010 SCIP Implementation Report. Mr. Todd presented the draft Arizona Approach for Assessing Non-UASI Counties Progress toward Meeting NECP Goal Two and solicited feedback and comments from the committee on the approach.

PSIC Office – Key Project Updates

Presenter: Lisa Dee Meyerson, Statewide Interoperability Coordinator & Manager, PSIC Office
Information Item

Ms. Meyerson briefed the committee on recent activities of the Public Safety Interoperable Communications (PSIC) office. Topics included a Joint Legislative Budget Committee (JLBC) inquiry requesting the PSIC office submits an expenditure plan for the use of RICO funds, status on the development of AIRS Training, an overview of the CASM / TICP project, and information on the Federal Communications Commission (FCC) Narrowbanding deadline. Ms. Meyerson also introduced two new PSIC staff.

Jesse Cooper suggested the PSIC office consider adding CASM Guidance as a future agenda item. In particular Mr. Cooper would like to see guidelines drafted relating to CASM Access.

Call to the Public

Mike Quijada with Lake Havasu City Fire Department asked for an update on the status of installing an AIRS Suite at Black Metal Mountain. Mr. Scott Tillman stated the lack of progress to date is a manpower issue at DPS and that he has no timeline for completion.

Meeting Adjournment

Motion: Mark Venuti motioned to adjourn the meeting.

Second: Pete Weaver

The motion was unanimously carried.

Meeting Adjourned at 12:07 PM.